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To: WIB Directors
WIB Fiscal Agents
Program Directors
Local Office Managers

From: Monty W. Combs *MWC*
Deputy Commissioner/Controller

Date: April 25, 2005

Subject: DWD Commissioner's Directive 2004 -33
2005 Space Survey

Re: All Funding Sources Administered by DWD

Purpose: To obtain accurate information for Local Office Cost Allocation.

Recission: None

Content: Annually DWD updates information regarding office space, telephone assignments and data jack lines by program areas. This information is needed to maintain accurate cost allocations regarding leases, utilities, and janitorial services as well as verification of shared costs in Integrated Services Contracts.

A survey needs to be completed for **every** location where DWD staff is located on a full-time, part-time, or occasional basis, regardless of the financial arrangement for reimbursement for space.

Completion of the survey should be a coordinated effort between the Program Director or Local Office Manager with the WIB Director, if applicable.

TOTAL COMMON SPACE, listed in number 11, includes the following:

Information Resource Area	Stairwells
Common Intake and Lobby Area	Elevator Shafts
Entrances	Building Equipment and Service Areas
Restrooms and Lounges	Janitorial Rooms
Employee Break Rooms	Columns and Shafts
Shared Conference & Training Rooms	Storage Rooms

Effective Date: April 25, 2005

End Date: April 24, 2006

Ownership: Management Services

Action: Complete the survey and return to Marlene Mueller, Management Services, by May 31, 2005. Direct any questions regarding the survey to Marlene at (317) 232-5627.

Attachments

2005 SPACE SURVEY

OFFICE NAME: _____ COST CENTER: _____

ADDRESS: _____

NAME OF WSA: _____ COUNTY: _____

1. Please provide the following information for this WSA:

WIB: _____

Fiscal Agent: _____

2. Who is the Service Provider(s) for this location? _____

3. Who holds the lease (or owns) at this location?

DWD _____ WIA _____ Separate Leases _____

4. Please provide the following information for WIA Leases:

Name of Landlord: _____

Dates of Lease (beginning/ending): _____

Space (sq. ft.): _____

Annual Cost: _____

Does the lease include:

Utilities _____ Yes _____ No

Janitorial Service _____ Yes _____ No

Lawn care/snow removal _____ Yes _____ No

Trash removal _____ Yes _____ No

5. In addition to DWD staff, what other agencies/partners are located at this location?

6. In DWD owned or leased locations, are there other agencies/partners who use space on a **part-time/occasional** basis? _____ Yes _____ No

If yes, provide agency/partner name and frequency of use? _____

7. Who purchased the telephone system at this location? _____

a) What is the brand name and model of the system? _____

b) Who is responsible for the payment of:

• Maintenance? _____

• Long Distance Service? _____

• Local Service? _____

c) Who is the Service Provider for:

• Long Distance Service? _____

• Local Service? _____

8. Does this location have an Internet Service Provider? _____ Yes _____ No

If yes, who is the ISP and who pays for it? _____

How many users are there? _____

9. Does this location have a registered website domain name? _____ Yes _____ No

If yes, what is the registered name and who pays for it? _____

10. Are there plans to make any changes to this location within the next 12 months (i.e., add partners, sublease space, purchase new telephone system, relocate, etc.)? _____ Yes _____ No

If yes, please explain. _____

2005 Space Survey

OFFICE NAME: _____

11.

	Cost Centers	No. of Full-Time Staff	Space Occupied (Sq. Ft.)*	No. of Telephone Instruments	No. of Active Telephone Lines	No. of Active Data Jacks	No. of FAX Machines
DWD Programs							
Wagner-Peyser							
Unemployment Ins.							
LVPR							
DVOP							
Audit							
Appellate							
Ben. Pymt. Control							
Business Dev.							
Labor Market Analyst							
Lifelong Learning							
Rapid Response							
UI Oversight							
TOTAL DWD STAFF							
Service Provider							
TOTAL							
Partners (identify)							
TOTAL PARTNERS							
**TOTAL COMMON SPACE							
TOTAL GROSS SPACE							

*Do not include Common Space (see memo for definition).

**All Common Space is included on this line.

2005-10-10 10:10:10
by: [illegible]
[illegible]

DWD Program Director/Local Office Manager

Date

WIB Director

Date